

**HERITAGE COMMISSION**  
**Meeting Minutes *draft***  
**September 3, 2015**

The Heritage Commission held its regular monthly meeting in the City Council Chambers, City Hall Annex, 37 Green Street, Concord, New Hampshire, on Thursday, September 3, 2015, at 4:30 p.m.

**1. Call to Order and Seating of Alternates:**

The Chair called the meeting to order at 4:35 p.m.

Present at the meeting were Chair Phil Donovan, and Members Richard Jaques, Robert Johnson, Fred Richards, Stephen Shurtleff, Bryant Tolles and Rich Woodfin. City Planner Nancy Larson and Administrative Specialist Patricia Murray were also present. Craig Walker, Code Administrator, was also present.

**2. Approval of Minutes of August 6, 2015:**

Mr. Jaques moved to approve the August 6, 2015 minutes as written. Mr. Richards seconded the motion and the motion passed unanimously.

**3. New Business**

**a. Discussion on changes to the Demolition Review Ordinance (Article 26-9)**

Mr. Craig Walker, Code Administrator, was present. Discussion regarding the timeline ensued. Concerns/comments raised included not having enough time between notifying the public of the pending application and the hearing; not enough time to generate knowledge and public interest; application form doesn't ask for enough detailed information; not having a preliminary intent to demolish form; obtaining more information after building has been deemed significant; and not having enough time during the current process to make informed decision; the ninety day period will enable a better process; a preliminary application works well for site plans but not for the average person wanting to demolish a garage; not all applications will require the full ninety day process but the proposed ordinance will allow up to ninety days for those applications that need the time.

Councilor Shurtleff motioned to accept and recommend to City Council the proposed changes to the Demolition Review Ordinance (Article 26-9). Mr. Jaques seconded the motion. Motion passed unanimously.

**4. Regular business**

**a. Demolition Review – Committee Report**

Mr. Richards reported on the Lakeview Drive application which is truly not publically visible and is not an application. Chair Donovan reported that he was aware of a possible demolition at St. Paul's School; Dunbarton Road farmhouse.

**b. Heritage Sign Program**

Mr. Jaques and Mr. Richards attended the Concord 250 event. Ms. Brooks will host an event at the library on September 10<sup>th</sup>.

**c. Update on Demolition Permit funding**

No update.

**d. Doyen Park Monument**

No update.

**5. Informational Items**

**a. Status of the Gasholder building roof repairs.**

Chair Donovan stated he has made several attempts to reach the contact to no avail. He will try to email.

Mr. Woodfin stated he would reach out to the media.

**6. Any other business to come before the Commission**

There being no further business to come before the Commission, Chair Donovan adjourned the meeting at 5:42 pm.

Respectfully Submitted,  
Nancy Larson  
City Planner